

## **Appendix 3**

### **Agricultural Research Service**

## ***Supervisory and Non-Supervisory EEO/CR Performance Elements and Standards***

### **EEO/CR FOR SUPERVISORY POSITIONS**

*(Include in performance plan as a standalone critical performance element)*

#### **FULLY SUCCESSFUL LEVEL**

Performs all duties in a manner which consistently demonstrates fairness, cooperation, and respect toward coworkers, office visitors, and all others in the performance of official business.

Demonstrates an awareness of EEO/CR policies and responsibilities.

Through personal action, demonstrates support of equal employment opportunity principles in all decisions affecting subordinate employees which may include activities in one or more of the following functional areas: recruitment, interviewing, selection, training, performance evaluation, promotion, travel, awards, adverse action, and work assignments.

Advises subordinates and establishes through personal example that when addressing employees, delivering speeches, making public appearances, or representing the Agency in any capacity, inappropriate comments regarding race, age, color, sex, religion, national origin, individuals with disabilities, marital status, or sexual orientation will not be tolerated.

Is conversant on the Agency's Affirmative Employment Program Plan (AEPP) and actively participates in the accomplishment of goals and objectives.

Distributes to all employees with supportive comments Agency and Departmental EEO issuances.

Maintains an atmosphere of equal treatment in the work unit by discouraging discrimination of all forms. This includes assuring the prompt and fair resolution of all formal and informal complaints of discrimination.

### **EEO/CR FOR NON SUPERVISORY POSITIONS**

*(Include standard within an existing critical performance element)*

#### **FULLY SUCCESSFUL LEVEL**

Performs all duties in a manner which consistently demonstrates fairness, cooperation, and respect toward coworkers, office visitors, and all others in the performance of official business.

Demonstrates an awareness of EO/CR policies and responsibilities.

Through personal action, demonstrates support to Equal Employment Opportunity/Civil Rights principles and policies in accomplishing assigned duties.

Ensures written and oral communications are free of discriminatory bias. Refrains from making and discourages inappropriate comments, jokes, gestures, etc. regarding an individual's race, religion, color, age, sex, national origin, disability, marital status, or sexual orientation when on duty or representing the Agency in any capacity.

Attempts to discourage unlawful discrimination by maintaining an unbiased atmosphere.

Displays a helpful attitude and willingness to assist persons to become a part of the workforce without regard to their race, color, sex, religion, national origin, age, disability or handicapping condition, marital status, or sexual orientation. Reviews and adheres to the Agency/Departmental policy on the prevention of sexual harassment in the work place.